

Louisiana Procurement And Contract Network

Posting Bids, Addenda, and Awards

We want your visit to the Louisiana Procurement and Contract Network to be as productive as possible and have developed some useful tips to help you navigate through this system. All solicitation documents and addenda in this system use Word, Excel or PDF files (portable document format). You need some specific software (Adobe Acrobat) to create PDF documents. Information for purchasing this software is included in the section **Adobe Acrobat and PDF Documents** listed below. You also need specific browsers. This information is included in the section entitled **Browser Information**.

It is suggested that you print a copy of these instructions so you may follow the various topics as you navigate through this system. You may also click here to read the [LaPAC Self Study Guide](#).

The Login Screen will require a User ID and Password. After entering these two security requirements, press the submit button to go to the **Department Menu**.

Navigating through LaPAC is relatively simple. To move around the site simply click on any active link (any text that is in color and underlined). The top of each screen contains links to all other sections within the Department Menu, so it easy to go from one section to another. The Department Menu, furthermore, contains a brief description of what is in each section.

Before starting, it is important to note that certain terms are used for brevity and are not intended to be exclusive. "Bid" and "Solicitation" are used interchangeably. These terms refer to any type of document that may be posted on LaPAC, including, but not limited to an ITB (Invitation To Bid), RFP (Request For Proposal), RFQ (Request For Quotation), and Construction Projects. The term "Addenda" or "Addendum" may refer to different types of amendments to the original document posted.

How to Post a Bid to the Internet

Click on the **Post Bid** section and you will go the screen entitled **Posting Solicitations to the Internet**. The fields that are mandatory to complete are in light blue; those that are optional are in dark blue.

- Bid Number (This must begin with your department number and a "-" (example: 107001-)) (Enter the Bid/Proposal Number as it appears on your solicitation document)
- Description (Make this section as descriptive as possible, because it will be used for a key word search. This need not be exactly the same as the bid document itself.)
- Bid Opening Date (This must be in mm/dd/yyyy format)(The date must be at least three days from today's date and must be a valid date)
- Bid Opening Time (This must be in hh:mm format)

- Category List (This is a drop down list and you may make the appropriate selection)
NOTE: If you are unsure of the category, click here to find a convenient [Reference Table For Commodity Class and LaPAC Category](#)
- Select Commodity (This action takes you to a screen entitled Select Commodity Class.) This is a drop down list. Select the appropriate commodity class and click the submit button.
- Special Instructions (Type in any special instructions regarding this solicitation)(This is an optional field.)
- Type Solicitation (Select Open Market Solicitation or Agency Specific Term Contract)

(If you have made an obvious error that cannot be corrected easily, click on the reset button to start over.)

Then click on Next. After hitting the Next button, you will be on a separate page, which shows the Document location/file name: (This is a browse function, which enables you to locate and attach the appropriate Work, Excel or PDF file.)(The solicitation document is created separately by scanning, or using your word processor) Click Browse, select the file to be uploaded, click Open, and you are given the opportunity to review the actual bid document. (It may be necessary to select the all files function in your browser if it does not list Word, Excel or PDF files as a file type.) After reviewing the document hit the Next key to select one of three options. (This screen is entitled **Verification of Bid Information**. You may then select one of the following options:

- Post to the Internet (Both the solicitation document and the summary information are correct.)
- Make Corrections-Incorrect field (such as category, open date, etc.)
- Delete Everything and Start Over. (The wrong bid document has been chosen or other major problems.)

Click on the Submit button to record your action.

How to Post Addenda to the Internet

The next section is the **Post Addenda** section. A click on this will bring up the **Posting Addenda to the Internet** screen. Type in the Bid Number and click on Retrieve Bid. This will retrieve all information, which you previously entered for this solicitation. The addendum number will be automatically entered for you. Next type in the Addendum Description and change any fields that are incorrect. You may click the reset button to start over at any time or click on the next button. After hitting the Next button, you will be on a separate page, which shows the Document location/file name: (This is a browse function, which enables you to locate and attach the appropriate Word, Excel or PDF file.)(The addendum document is created separately by scanning, or using your word processor) Click Browse, select a file to be uploaded, click open, and you are given the opportunity to review the actual bid document. (It may be necessary to select the all files function in your browser if it does not list Word, Excel or PDF files as a file type.) After reviewing the document hit the Next key to select one of three options. This screen is entitled **Verification of Addendum Information**. You may then determine the option to select from the Verification of Addendum Information Screen. You again have three choices:

- Post to the Internet
- Make corrections
- Delete addenda and start over

Click on Submit to record your action.

How to Post Award Information to the Internet

Once a bid has been opened, the award information should be posted, or the bid cancelled. Purchasers/contract officers may review all of their solicitations under review by clicking the Bids Under Review button on the Main menu. This screen will list only those documents that you manually posted in LaPAC. The solicitation number and description will appear for each open solicitation. Purchasers/contract officers may choose to post the award information or cancel the solicitation from this screen.

If the solicitation has been awarded, click the Award button to record the award information. This will open the Award Solicitation screen. The mandatory fields to complete are the date awarded in mm/dd/yyyy format, the contractor name and the amount. Do not include the "\$" sign in the amount field as it will be formatted with the \$ sign for you. The amount field may also contain text. After completing the necessary information click on the submit button to record the action.

If the solicitation will not be awarded, it may be cancelled by clicking the Cancel button. This will bring up the Cancel Solicitation screen. Enter the Date Cancelled in mm/dd/yyyy format and click the submit button to record the action. Cancelled solicitations will appear on the Internet until the original bid opening date if the solicitation has been cancelled before the opening date. If the solicitation has already been opened, it will appear for a period of thirty days after the cancellation date.

Purchasers/contract officers may also decide to use the Search for Bids Under Review button. Enter the solicitation number and choose one of three options. The Awarded button will open the Award Solicitation screen mentioned previously. Follow the directions listed above. The Cancelled button will, likewise, open the Cancel Solicitation screen. Follow the directions listed above. These screens will not activate if the solicitation has been awarded or cancelled previously. A message will appear informing the purchaser that the solicitation has been cancelled or awarded previously. To change any of these previous actions use the Edit Award Info button. If the wrong solicitation number was awarded or cancelled, delete all fields and click the submit button. If a minor change needs to be made, such as the wrong dollar amount, change the information and click the submit button. This will change the information. The Edit Award Info screen will not activate unless the solicitation document has been awarded or cancelled. If the solicitation was automatically posted from AGPS, you will only be able to manually cancel it.

Adobe Acrobat and PDF Documents

Some documents in this system are created using the non-editable document standard PDF (Portable Document Format). You may purchase Adobe Acrobat from any software dealer or

from Adobe by clicking here to visit the [Adobe Products Website](#). It is strongly urged that you enlist the help of someone who is familiar with this software before publishing documents. Proper installation of software and printer drivers is platform dependent and may be different for each machine. While most simple text documents can be converted easily using Acrobat PDF Writer, it is preferable to use Distiller when converting word processing documents to PDF. This eliminates the need to have each individual decide whether the document is too complex for the PDF Writer to handle. Further refinements may also be necessary for extremely complex documents containing any combination of graphics, tables and drawings. Contact your Technical Support person for help on these matters. You may also obtain free support from Adobe with the purchase of each license. It is also preferable to use the Adobe Reader rather than Adobe Exchange to view PDF documents. This will save time when loading documents.

Browser Information

The Louisiana Procurement and Contract Network requires the use of specific browsers. The system has been designed and tested to run using Microsoft Internet Explorer 5.0 and above or Netscape 4.73 and above, both of which are available for free download via the Internet.